

~~CONFIDENTIAL~~

Executive Registry

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28 September 1970

**MEMORANDUM FOR: Director of Personnel**

**Bob:**

Promotions to and within supergrade ranks are carefully considered by panels, the Deputy Directors, and the Director before final action is taken. We have no similar procedure for personnel who enter on duty at the supergrade level. The numbers are very small, and I do not see the necessity for such a formalized procedure. At the same time, the Director does desire that all such personnel be considered by someone outside the sponsoring component before a commitment to employ is made, which will usually mean either the Executive Director-Comptroller, the DDCI, or the Director.

Would you please ensure that this is done in all future cases involving the entry on duty of personnel at the supergrade level.

[Redacted Signature Box]

L. K. White

FOIAb3b

cc: DD/Pres/PC

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM:

5 E 56 HQ

AExO

EXTENSION

NO.

DATE

6 January 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1.

DD/Pers/P&C  
512 Magazine

6 JAN 1971

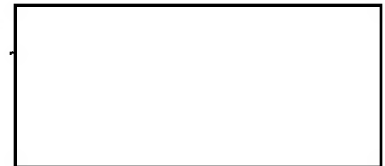
PH-

Bob:

Attached is Colonel White's memorandum concerning his interest in the hiring of supergrades.

As discussed at the 4 o'clock would you please draft an OPM for Mr. Fisher's review that gets across that it is essential that ExDir-Compt, etc., review the requests to hire an SPS or super-grade before a commitment has been given to the individual to employ him. Also, please insure that the OPM states clearly that the request being sent to the 7th Floor is submitted through the Director of Personnel in order to prevent any confusion and afford him an opportunity to comment as appropriate.

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